

CITY OF ALAMO HEIGHTS, TEXAS

Director of Community Development Services

There are approximately 35 colleges and universities within commuting distance of Alamo Heights, including Trinity University, Texas A&M University-San Antonio, University of Incarnate Word, Our Lady of the Lake University, St. Mary's University, and the University of Texas at San Antonio.



A large, white, classical-style building with a red-tiled roof and a central dome topped with a statue. The building is surrounded by green trees and a clear blue sky with scattered white clouds.

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Governance & Organization

The City of Alamo Heights is a home rule city operating under a Council-Manager form of government. The City Council is comprised of the Mayor and five Council Members, elected at-large for two-year staggered terms. The Council appoint a professional City Manager to serve as CEO of the organization and manage the day-to-day operations of the City.

Mark Browne has been Alamo Heights City Manager since May of 2011. He began his career in municipal government as City Manager for Terrell Hills in 2005 after leaving the United States Air Force, retiring at the rank of Colonel after almost 27 years of service to our country.

Mark holds a Doctorate of Public Administration from the University of Alabama, is an Adjunct Professor at Wayland Baptist University, and has served as a speaker on city management with the Urban Management Assistants of South Texas. As a member of the Texas City Management Association, Mark has served as Region 8 Representative on the TCMA Board of Directors from 2012 to 2014, Secretary-Treasurer 2007-2008, Vice President 2008-2009, and President 2009-2010. He is a member of the International City/County Management Association and the Government Treasurers Organization of Texas.

Alamo Heights has received numerous honors and awards. In 2010, the EPA named Alamo Heights an official Green Power Community. In 2012, the Police Department was named a Recognized Law Enforcement Agency. The City has also been honored with the Texas Comptroller Leadership Circle Award: Platinum Level and has received the Certificate of Achievement for Excellence in Financial Reporting for the last 16 years.

Alamo Heights has an annual general fund budget of \$8.4 million, 101 full time employees, and 4 part time employees. The City is currently building new city hall facilities for all departments.

The tax rate is \$0.390262 per \$100 valuation. The median household income is \$105,339, and the average home value is \$416,200.

About the Department

The Community Development Services Department is primarily responsible for managing the building process for projects from beginning (preliminary plan review meetings, plats, re-zoning, variances, Architectural Review Board (ARB) and City Council review), through development (plan review and permitting), and to completion (all inspections, including finals and certificates of occupancy). Other department responsibilities include: building and miscellaneous permits, special event permits, garage/estate sale permits, demolition review, enforcement of all adopted codes, and permit inspections.

The Community Development Services Department is comprised of three employees and has an annual budget of \$309,919.





Director of Community Development Services

About the Position

The Director of Community Development Services reports directly to the City Manager and provides staff assistance to the Mayor and City Council, the City Manager's Office, and other City departments.

The Director of Community Development Services has two direct reports: Community Development Coordinator and Combination Inspector. The Community Development Coordinator manages the department's customer service, building permit intake, and inspection scheduling, as well as the Architectural Review Board, the Planning and Zoning Commission and the Board of Adjustment application and notification processes. The Combination Inspector is responsible for both light commercial and residential inspections of all permitted building, demolition, or trade activities and the enforcement of the City's adopted Code of Ordinances.

The Director of Community Development Services is responsible for supervising all department operations, hiring personnel, managing personnel matters at the division level, and preparing and managing the annual budget. He/she is also responsible for monitoring, reviewing, and evaluating the efficiency and effectiveness of service delivery methods and identifying opportunities for improvements. Additionally, the Director of Community Development Services serves as advisor, administrator and liaison to the Board of Adjustments, the Architectural Review Board, and the Planning and Zoning Commission.

The Director of Community Development Services is responsible for long-range planning related to land-use and the implementation of the **Comprehensive Plan** (adopted on May 25, 2009), which represents a 15-year vision established by stakeholder participants over a seven month period of community meetings.

Important projects for the new Director of Community Development Services will include development of a revised process for consideration of commercial projects and leading the effort to revise commercial code.

Ideal Candidate

The ideal candidate will have strong managerial and analytical skills and the ability to interpret codes and regulations and apply them to specific situations. The Director of Community Development Services has extensive interaction with the general public and community organizations. Excellent interpersonal communication skills, and a commitment to customer service are of utmost importance.

The successful candidate will have familiarity with building permits, construction documents, professional practices, codes, ordinances, engineering reports, and legal documents. Knowledge of principles, practices, and theories of zoning, building permitting, contractual regulations, economic development, building construction, urban design and planning, and land development processes is essential.

The ideal candidate should have the ability to communicate effectively, both verbally and in writing, with City Council Members and other professionals. The new Director of Community Development Services should also have knowledge of legal limitations and authority of a municipal inspection agency, and have the ability to exercise independent discretion and sound judgment on significant development issues.





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Education & Experience

A bachelor's degree in public administration or a related field is preferred. Three to five years of progressively responsible municipal government experience, including supervisory experience, is preferred. Previous experience in planning, code enforcement, building inspections, or a related field is strongly preferred. Proficiency in Microsoft Word, Excel, and Access is required.

Compensation & Benefits

The salary range for this position is \$60,000-\$88,000, depending on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at a 6% percent employee deposit rate with a municipal matching ratio of 2:1, five year vesting, and a 20 year retirement plan. A full range of leave and benefits is also provided, include 100% of employee group health, dental, and vision coverage.

Application Process

Please apply online at: apply.governmentresource.com

For more information on this position contact:

Molly Deckert, Executive Search Manager
Strategic Government Resources
MollyDeckert@GovernmentResource.com
816-804-2818

The position is open until filled. For the review status of this position, please visit:
<http://bit.ly/SGRCurrentSearches>

The City of Alamo Heights is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check and drug/alcohol screen.

Resources

City of Alamo Heights
www.alamoheightstx.gov

Alamo Heights Chamber of Commerce
Alamoheightschamber.org

Alamo Heights Independent School District
www.ahisd.net

